Manual Inventory Processing:

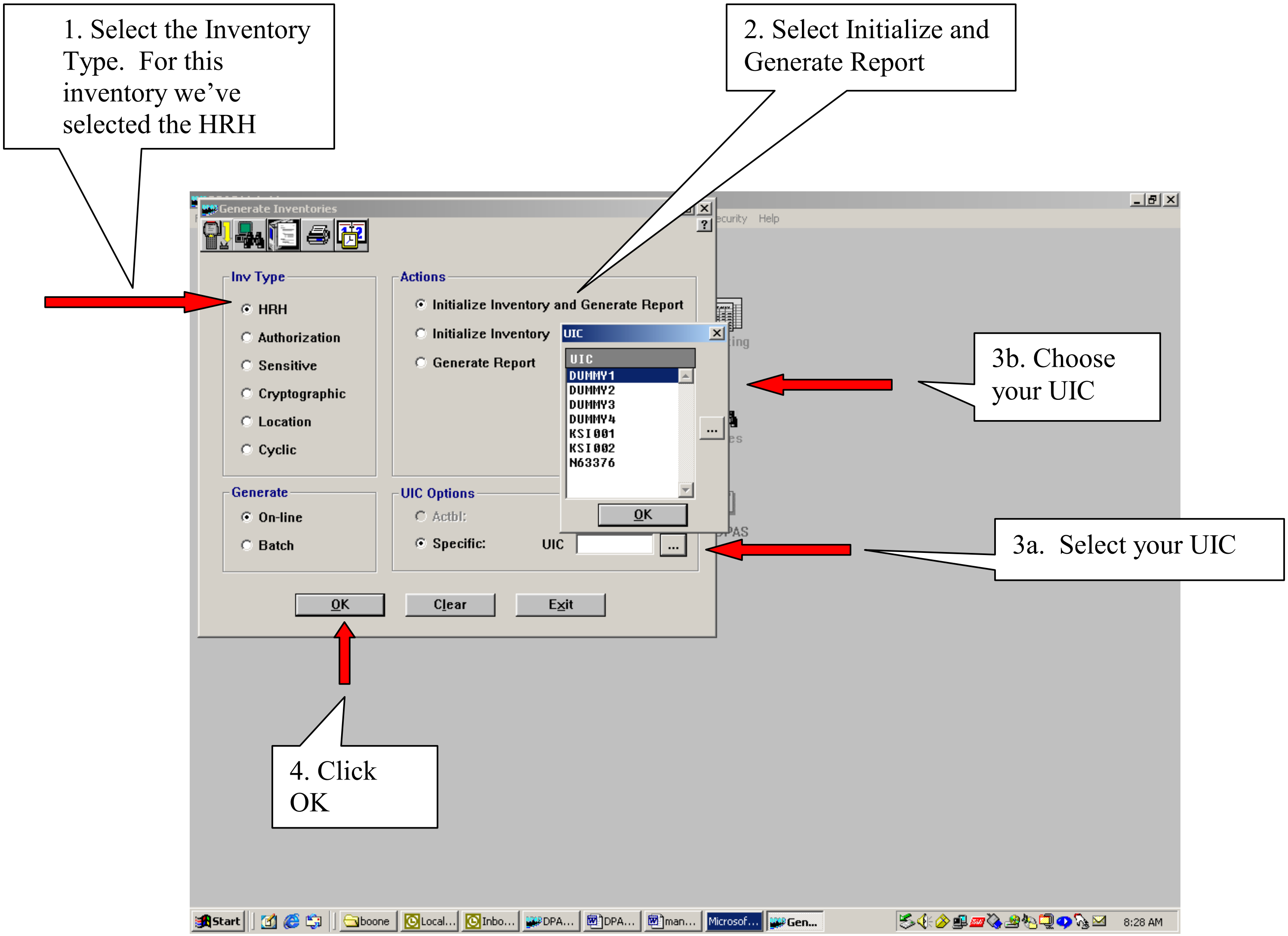
To conduct a manual inventory the Property Manager must first generate an inventory and generate an inventory report. Within the Generate Inventories process, the inventory type is selected and the appropriate assets are initialized with an Inventory List Number. **Initialization** means that an inventory flag has been set for each bar code for the inventory you selected. Once initialized DPAS establishes an Inventory List Number for the inventory, which identifies the inventory and those records, contained in the inventory. The Inventory List Number is displayed on the upper right-hand section of the inventory report header. The inventory report is used to perform the manual inventory.

After the inventory has been taken use the **Manage Inventories** process to update each bar code on the inventory report with the results of the inventory. The Manage Inventory procedures to reconcile a manual inventory are included in the last section of this document.

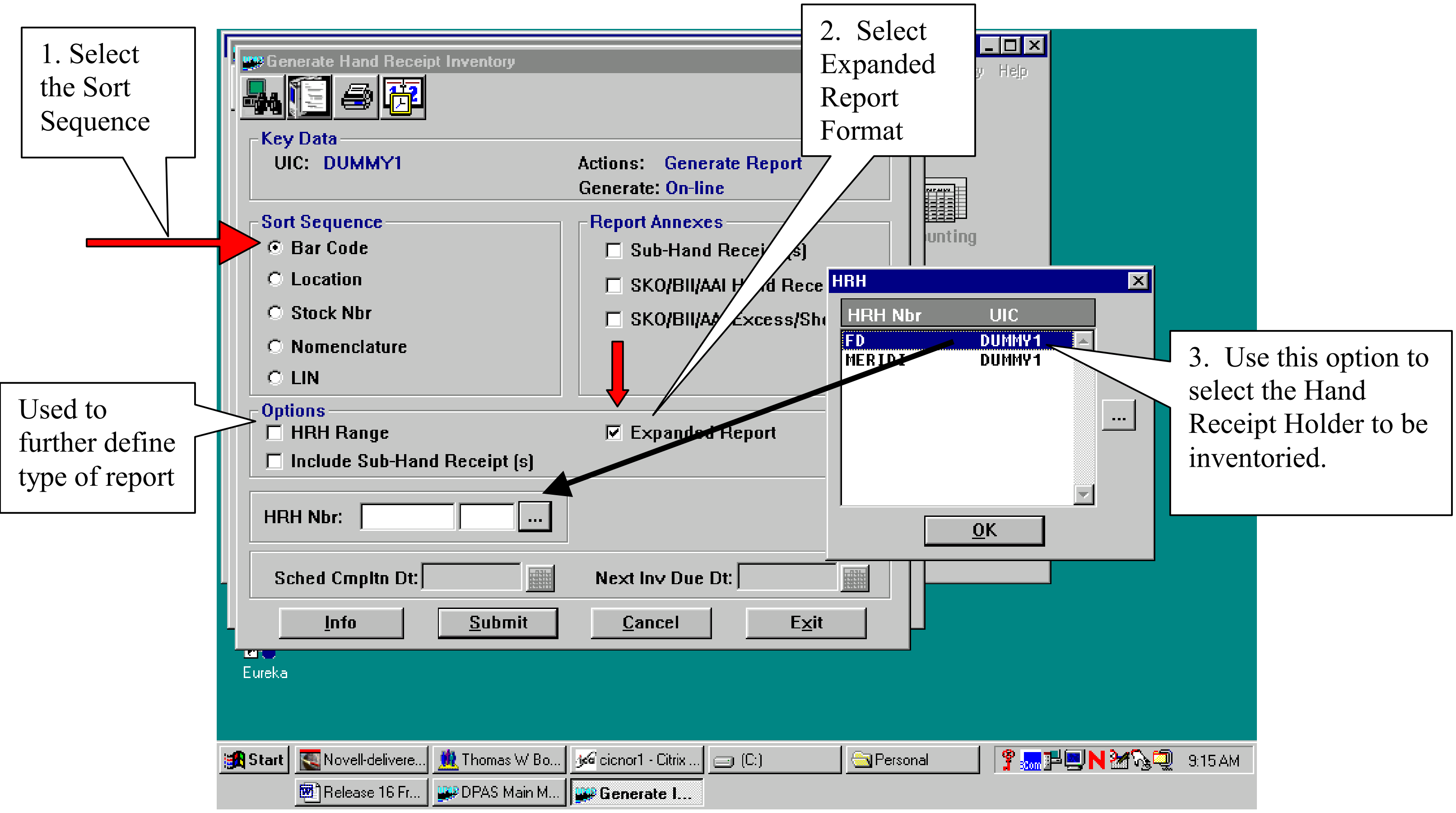
The various screen shots relevant to the manual inventory processes are included below to illustrate the process.

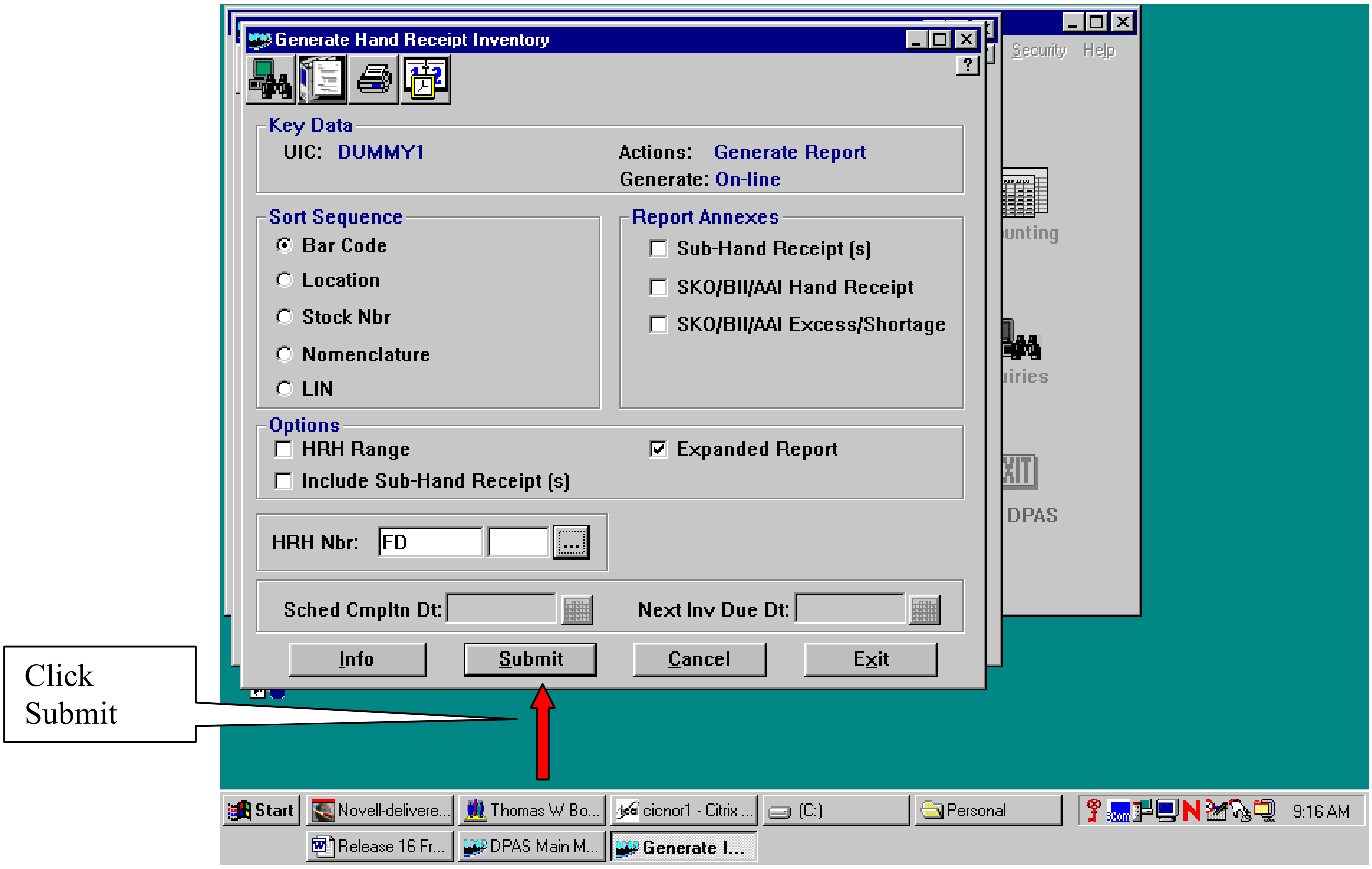
Generate Inventories

Hand Receipt – Inventory Actions – Generate Inventory:


1. Select the Inventory Type. For this inventory we've selected the HRH
2. Select Initialize and Generate Report
3b. Choose your UIC
3a. Select your UIC
4. Click OK
Generate Inventories
Inv Type
HRH
Authorization
Sensitive
Cryptographic
Location
Cyclic
Actions
Initialize Inventory and Generate Report
Initialize Inventory
Generate Report
UIC
DUMMY1
DUMMY2
DUMMY3
DUMMY4
KSI001
KSI002
N63376
OK
Generate
On-line
Batch
UIC Options
Actbl:
Specific:
UIC
OK
Clear
Exit
Start
8:28 AM

Select the HRH (and/or Sub HRH) to be included in the report.

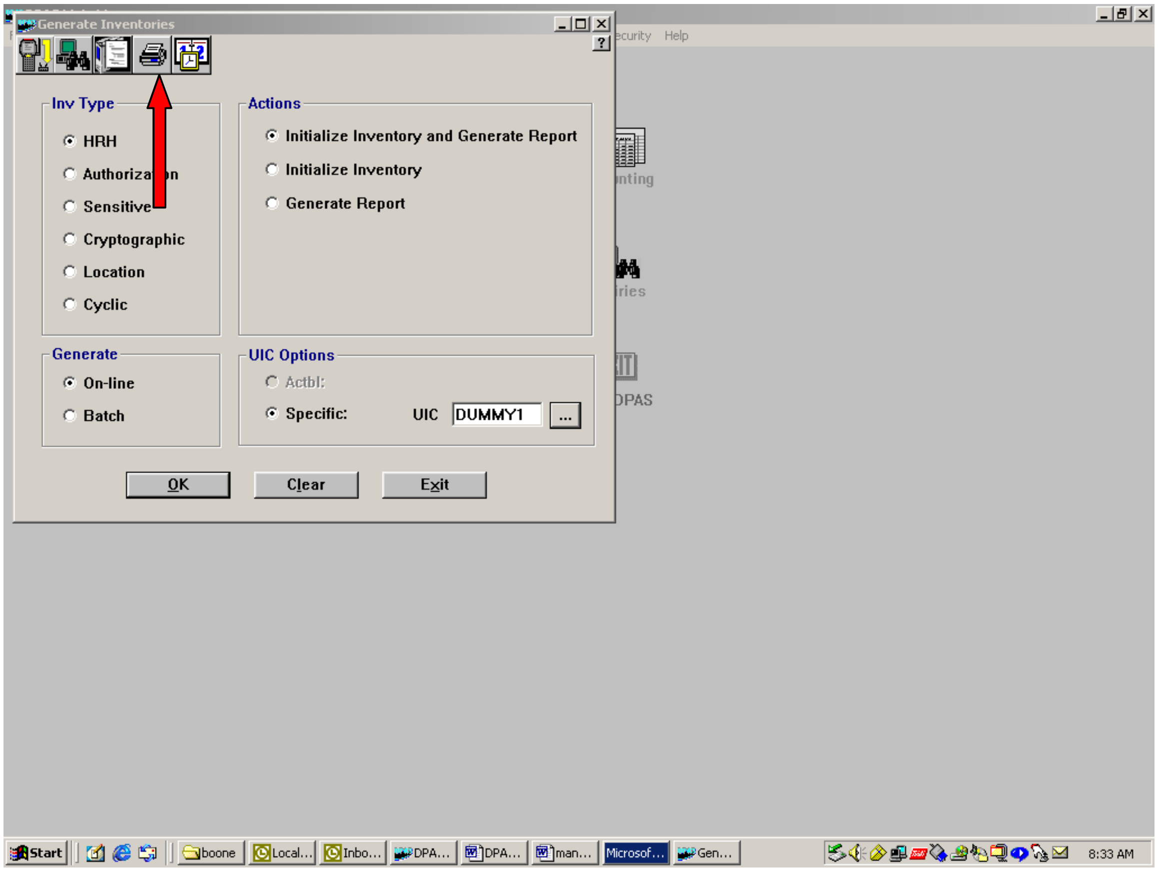




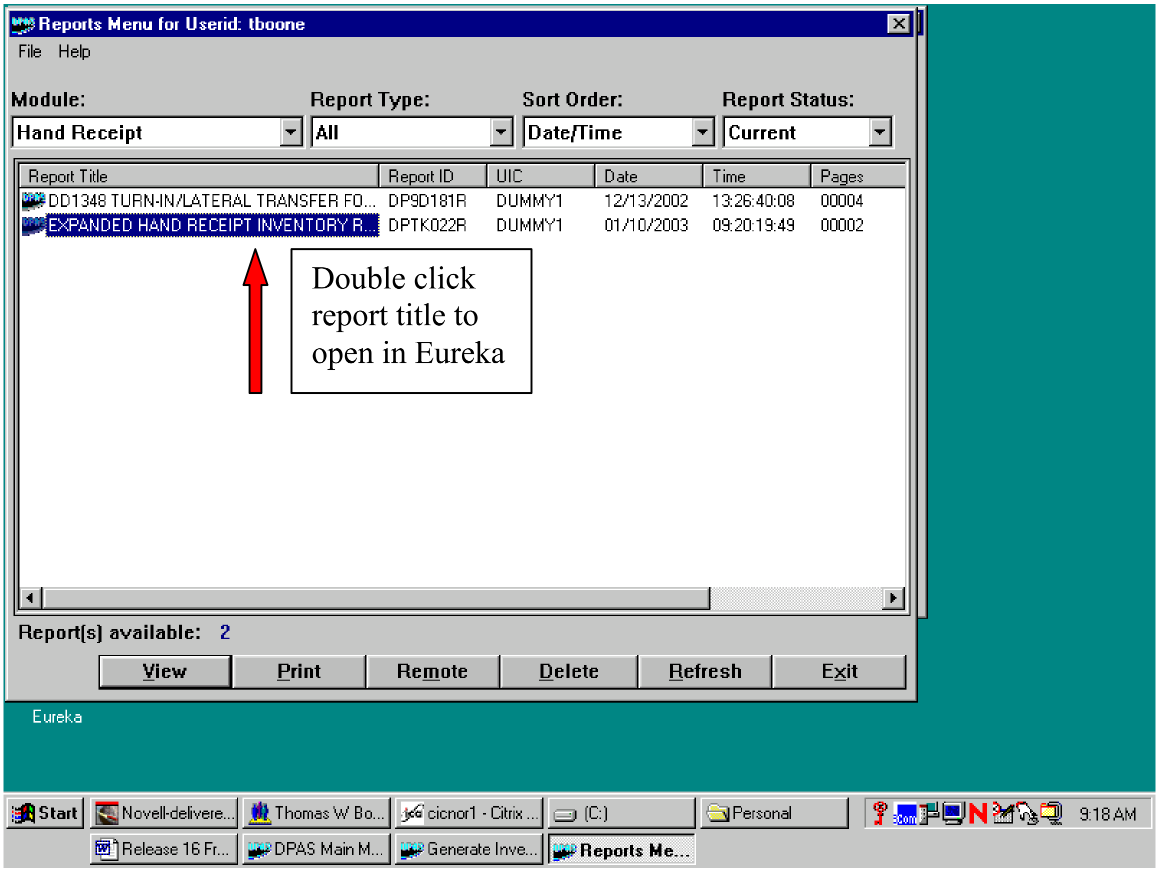
The end result of this step is the generation of an Inventory Report and the Initialization of the inventory records. **Initialization** means that an inventory flag has been set for each bar code for the inventory selected. Once initialized DPAS establishes an Inventory List Number for the inventory, which identifies the inventory and those records, contained in the inventory. The Inventory List Number can be found on the Inventory Report. To print the Inventory Report use the next step.

Click Submit. DPAS returns to the following screen.

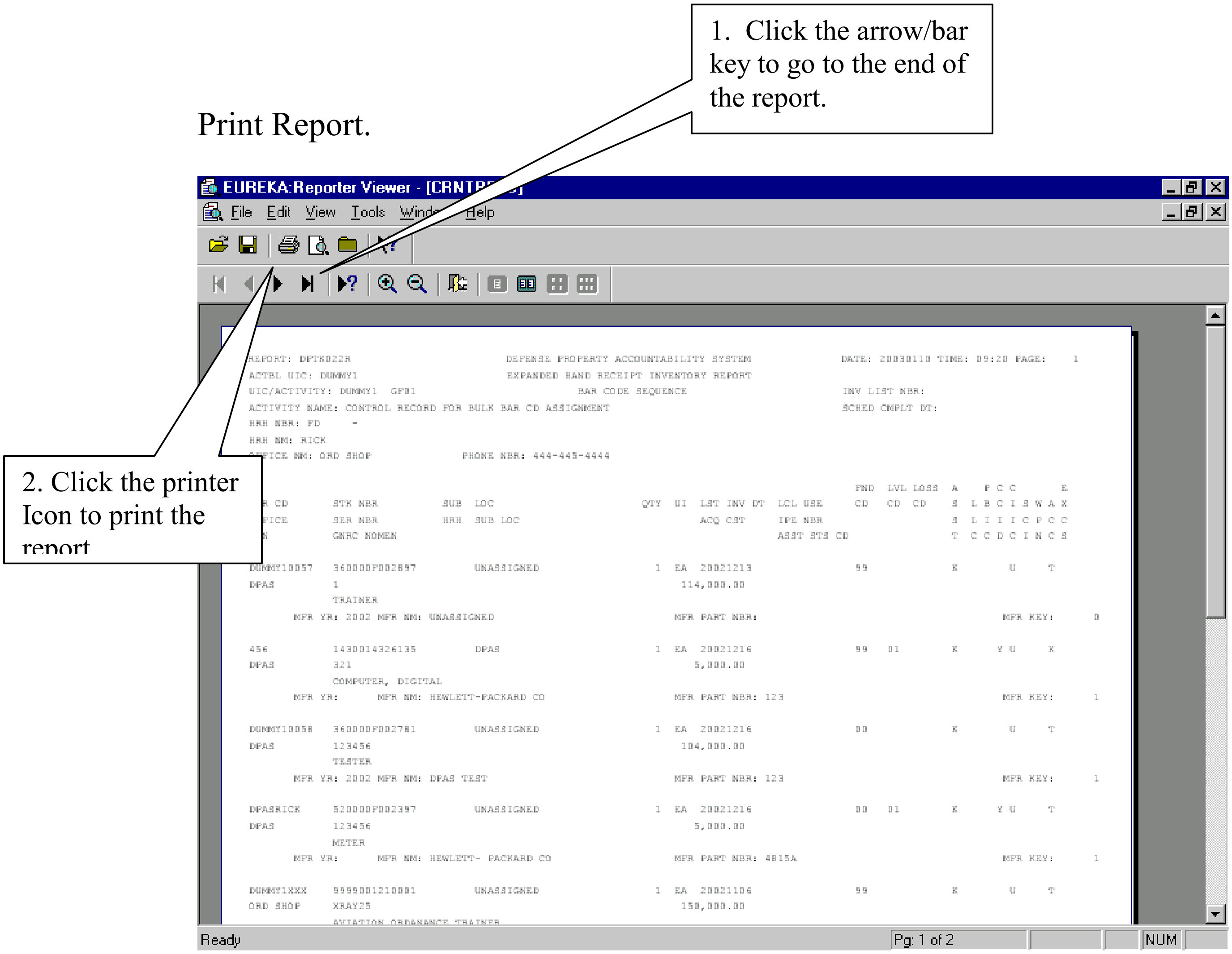
Click the printer Icon at top of page to print the report.



Print reports.



Print Report.

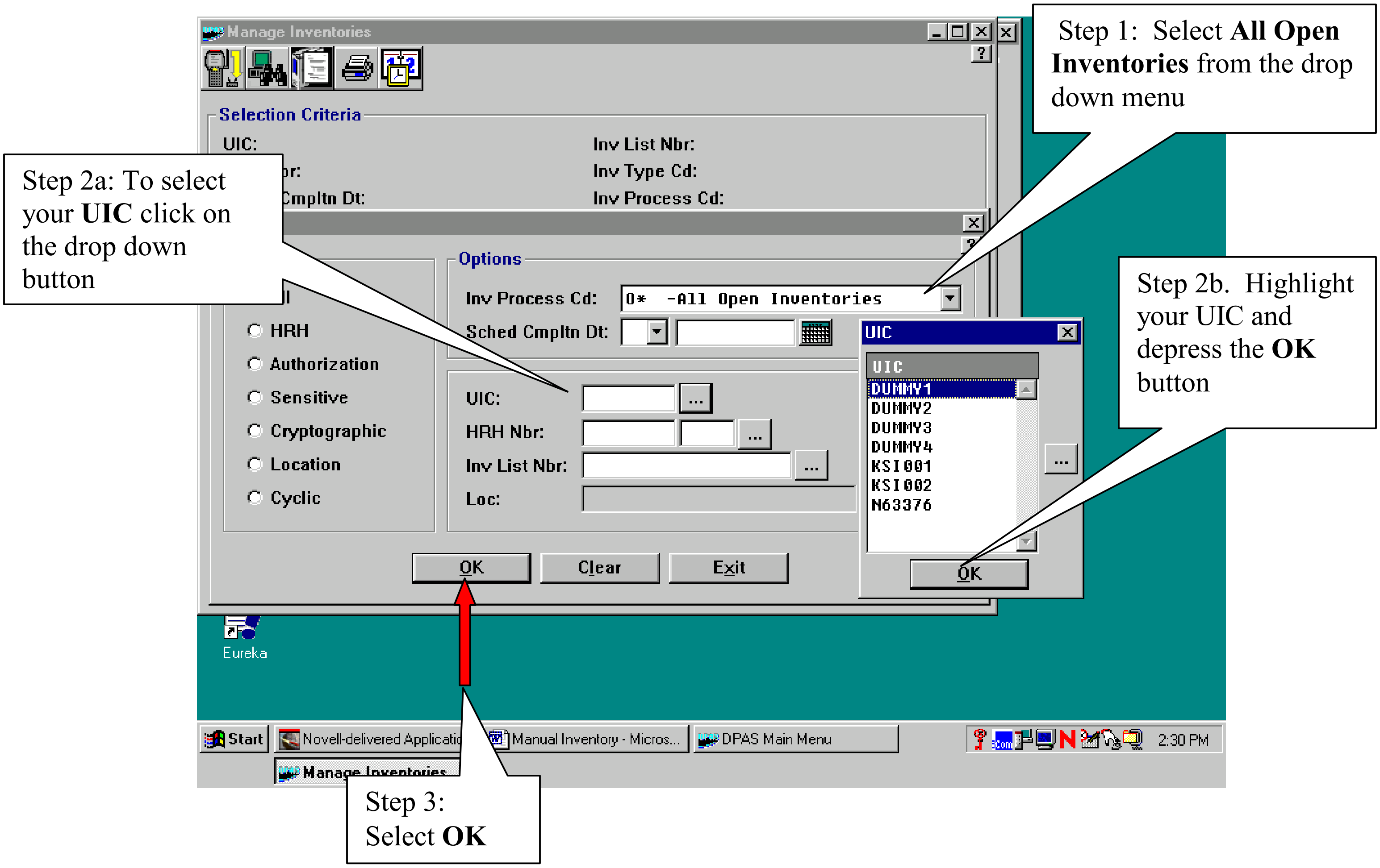


The Inventory Report will be printed and is used to conduct the manual inventory.

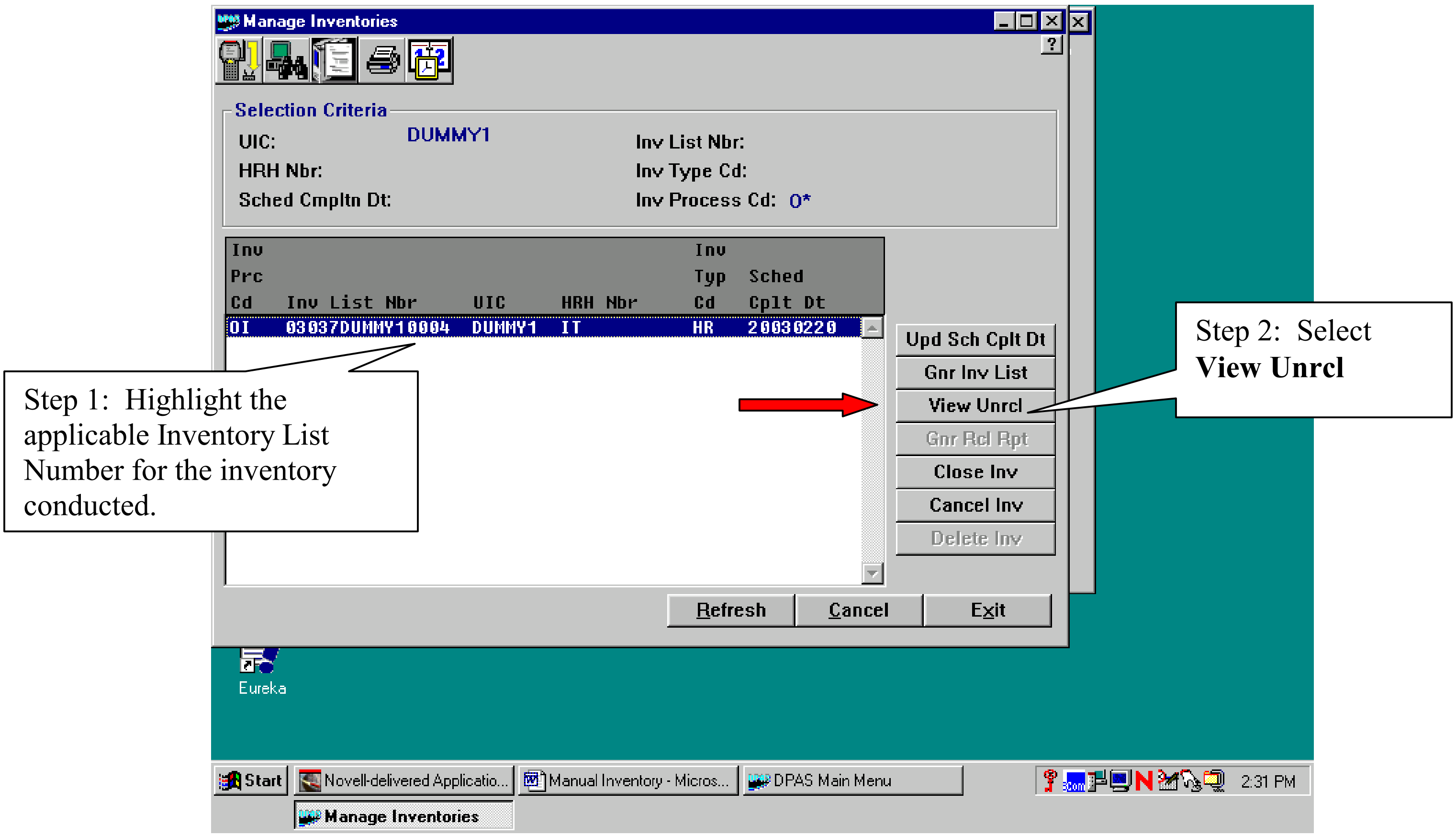
Manage Inventories

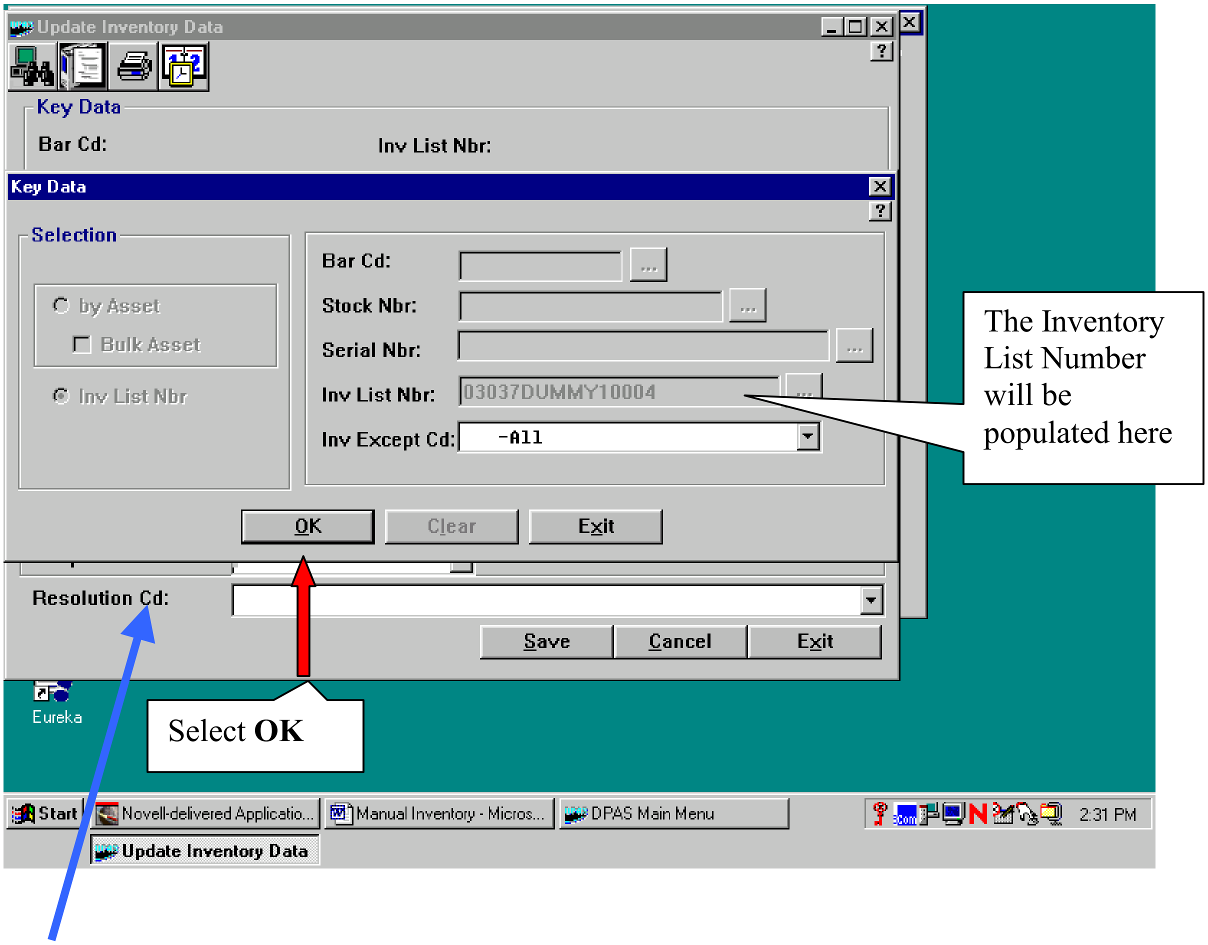
The following steps are used to reconcile a manual inventory after the inventory has been conducted. All processes are done within the Hand Receipt / Inventory Actions module of DPAS.

Locate the Inventory List number of the Inventory you conducted.

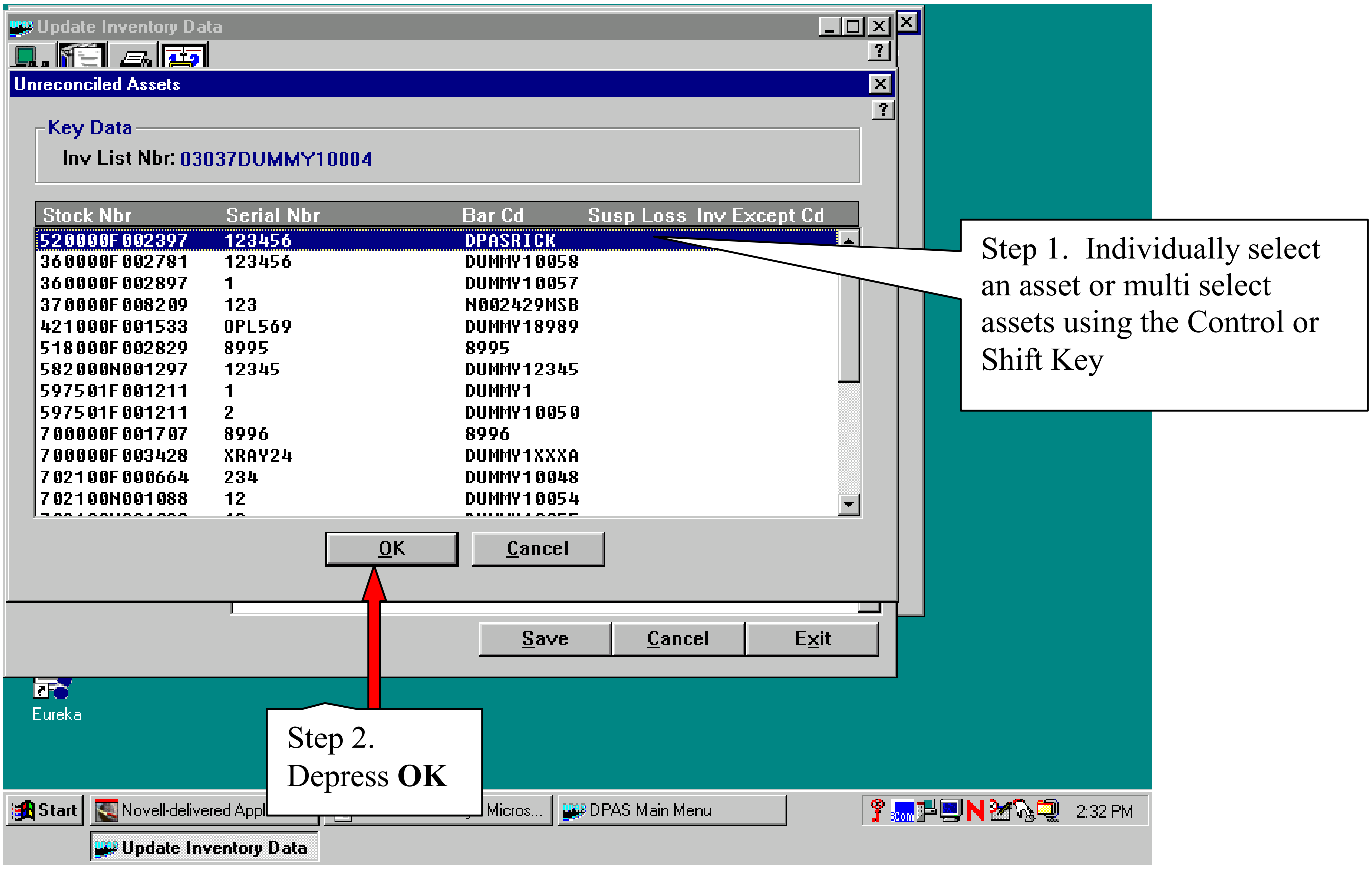


Select the Inventory list number of your Manual Inventory. Note: There maybe more than one Inventory displayed.



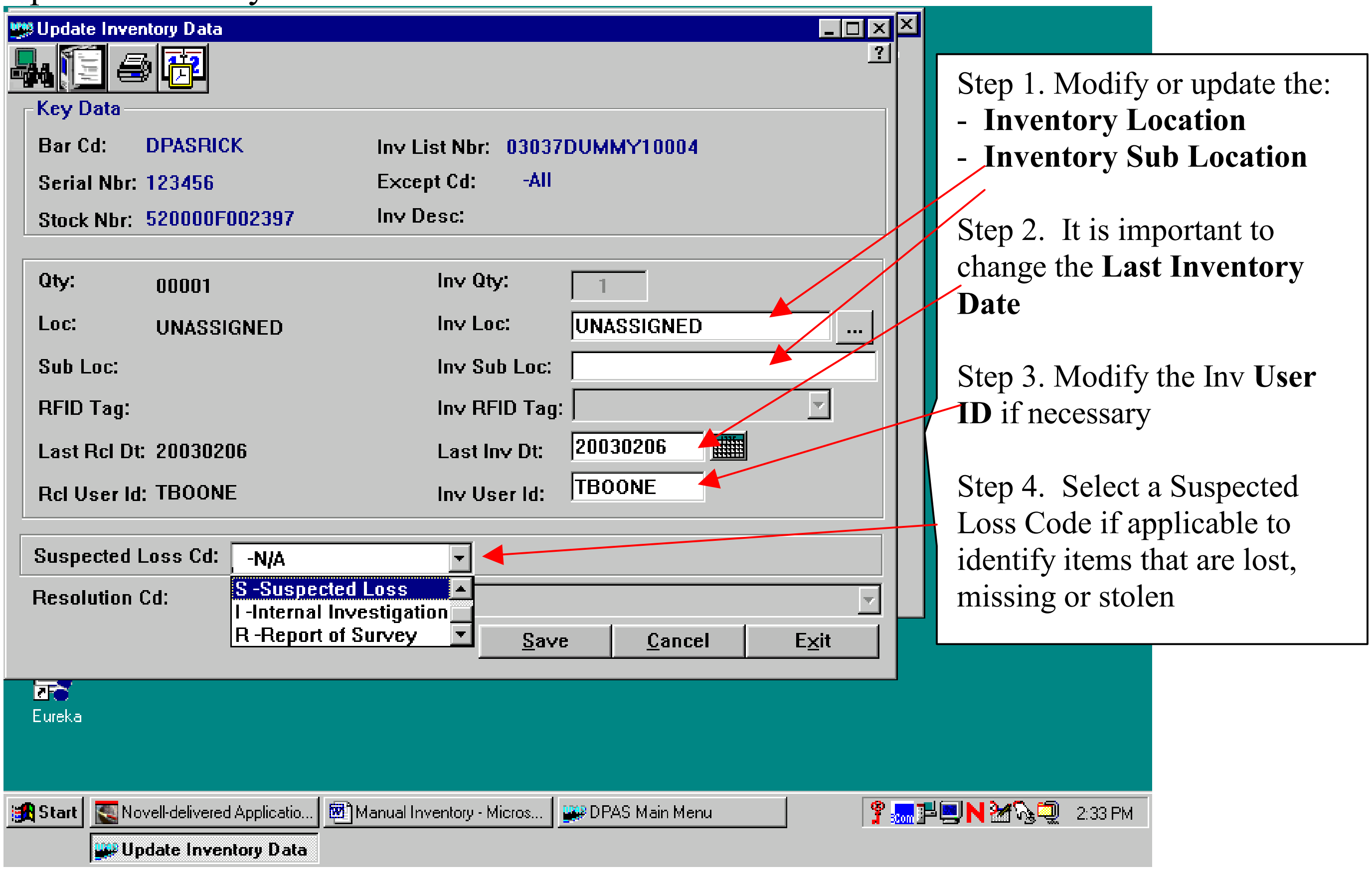


Note: The Resolution Code is not applicable when updating an asset on a manual inventory. This code is only used for the Automated Inventory process using Scanners.



Select asset(s) from the list box that are to be updated. Multi-select will change all the assets you *selected* on this list box. To multi-select a **group** click on the first asset and then press the shift key. Then click the last asset in that block. To multi-select **individual items** click on the first asset and then press the Control-key. Then individually select and click on assets that apply.

Update Inventory Data.



This window above displays data from the asset tables for the items selected in the previous step. The above fields can be updated for an individual or multiple assets. Generally, multiple assets are selected if they have the same Location. Individual assets or multiple assets can be marked as suspected losses here as well.

Step 1**.**

a. Inv Loc. Enter the Location of the asset. If the Location is not on the Location table this process will add the location and a new location can be created. **(Note: The Inv Loc and Inv Sub Loc fields will over write the location and sub location field on the End Item Serial record.)**

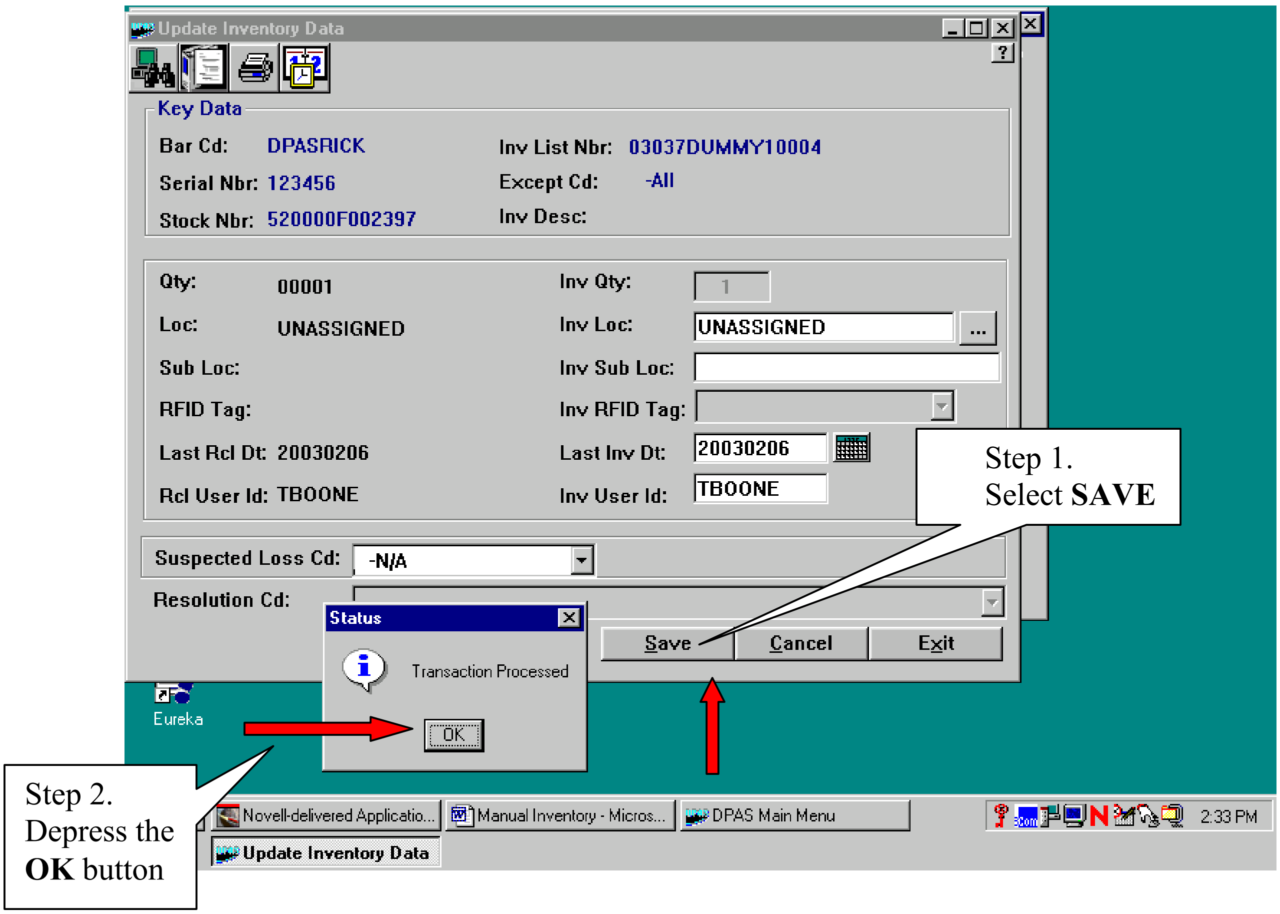
b. Inv Sub Loc. Optional. Free-form field that further describes the location of the asset.

Step 2. **Last Inv Dt**. Required. Cannot be greater than current date. Use the calendar to modify this date.

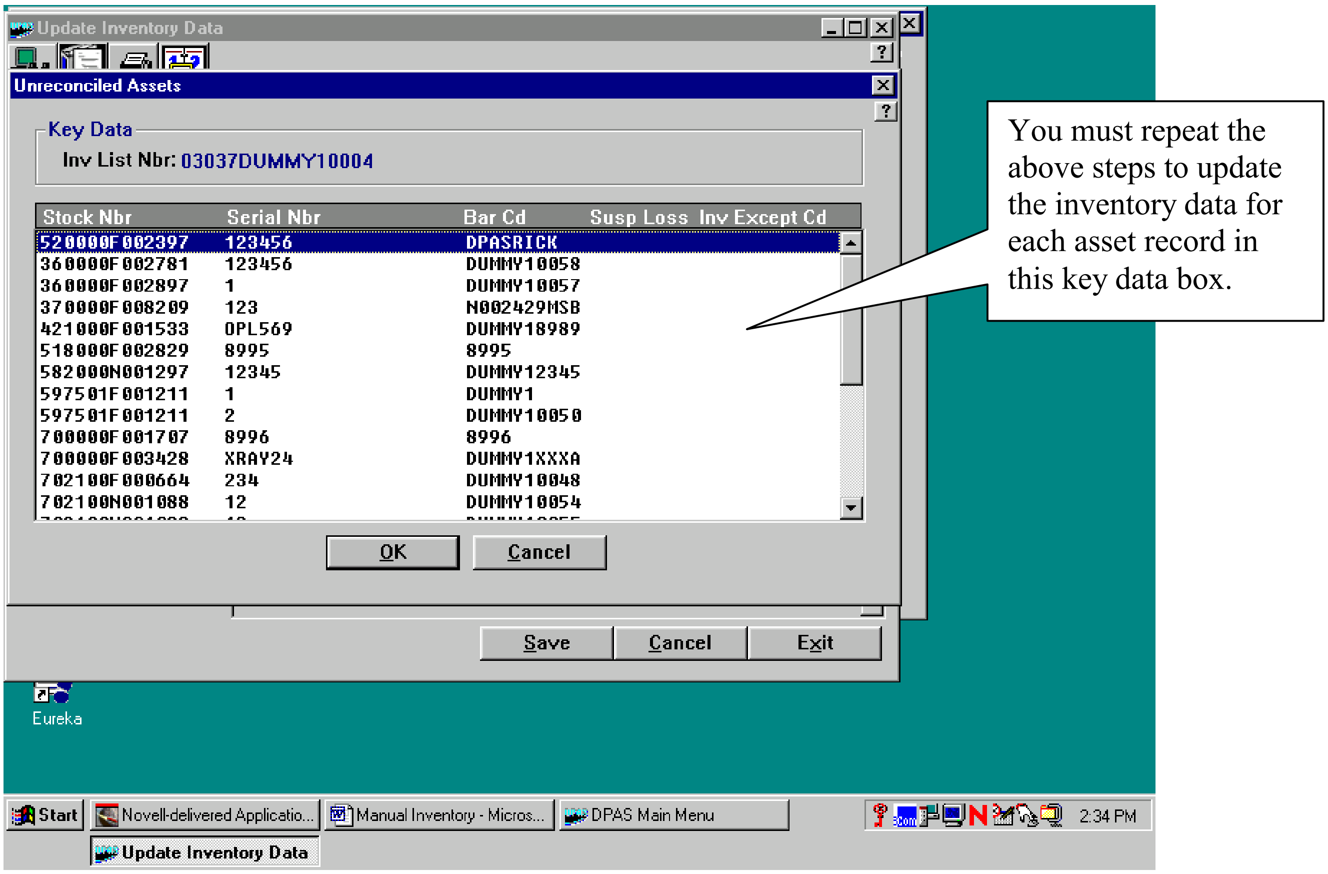
Step 3. **Inv User Id**. Required. Enter the USER ID of the individual conducting the inventory.

Step 4. **Suspected Loss Cd**. If INV QTY and QTY don't match, select correct value from the drop down box. Note: The Resolution Code is not applicable when updating an asset on a manual inventory.

Save the transaction:

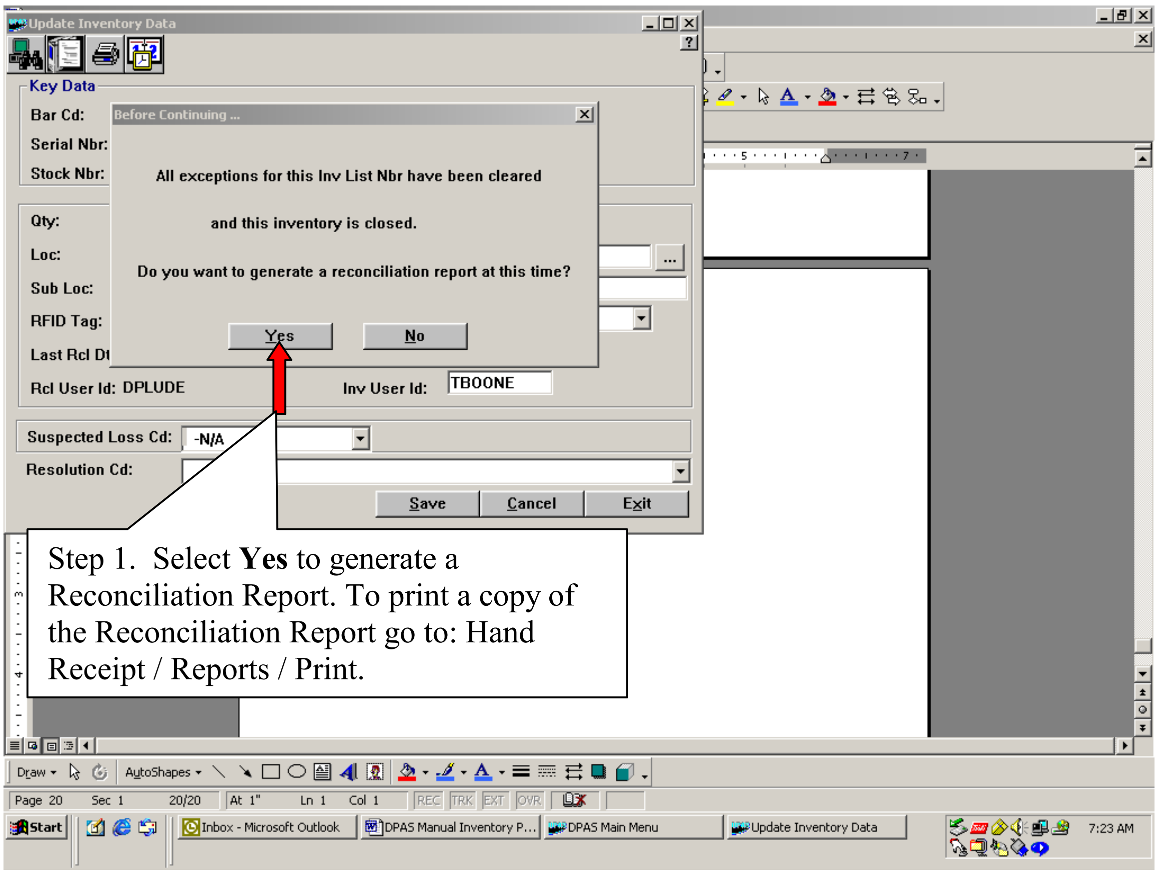


Repeat the process for each asset



Note: Individual records will drop off the list of Unreconciled Assets as they are updated.

When the last item has been updated you will receive a dialog box that tells you "**All exceptions for this inventory list number have been cleared and the inventory is closed**." This step will change the Inventory Process Code from **OI** (Open Initialized) to **CR** (Closed Reconciled) for the inventory list number. CR will signify that the inventory has been closed and reconciled and can now be Deleted.



This is the last step in the Manual Inventory Reconciliation Process.